



**CITY OF NEWARK
DELAWARE**

BIDDER

BID SECURITY

CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

NOTICE

Do not disassemble. Return intact with properly completed forms or bid may be rejected.

CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

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CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

NOTICE OF LETTING

Sealed bids for Contract No. 17-07, Grass Cutting for 2017 - 2020, will be received in the Purchasing Office, Newark Municipal Building, 220 South Main Street, Newark, Delaware, 19711 until 2 p.m., prevailing time on Tuesday, March 14, 2017, and will be publicly opened and read aloud in the Council Chamber shortly thereafter.

There will be a mandatory pre-bid meeting on Tuesday, February 28, 2017, at 8:30 a.m. in the Council Chambers, 1st Floor, Newark Municipal Building, 220 South Main Street, Newark, DE 19711. Please allow 6 - 7 hours for the meeting.

The contract documents may be obtained from the City website at www.newarkde.gov.

CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

GENERAL PROVISIONS

1. BIDS

Each bid shall be submitted on the Proposal Form included herein. The Proposal and all other required documents must be submitted in a sealed envelope clearly identified with the bidder's name and marked City of Newark - Contract No. 17-07 Grass Cutting for 2017 - 2020, and will be received in the Purchasing Office, 220 South Main Street, Newark, Delaware, 19711 until 2 p.m., prevailing time, Tuesday, March 14, 2017. Each bid so submitted shall constitute an irrevocable offer for a period of sixty (60) days following the bid opening date.

2. BID SECURITY

Each bid must be accompanied by a certified check, cashier's check or bid bond in the amount of five percent (5%) of the total quoted contract price, payable to the City of Newark. Failure to provide the required Bid Security may be grounds for rejection of the bid.

If the successful bidder fails or refuses to execute and deliver the contract within fourteen (14) calendar days after receiving notice of award of the contract, the successful bidder shall forfeit to the City for such failure or refusal the Bid Security deposited with the bid. Any certified check or cashier's check submitted as Bid Security shall be returned to all unsuccessful bidders within sixty (60) calendar days after the bid opening date.

3. CONTRACT SURETY BOND

The successful bidder shall provide the City with a Contract Surety Bond in the amount of their quoted contract price guaranteeing faithful performance of the contract. Such bond shall be provided to the City with the executed agreement within fourteen (14) calendar days after receiving notice of award of the contract. Upon receipt of the Contract Surety Bond, the City will return any certified check or cashier's check submitted as Bid Security by the successful bidder.

4. TAXES

The bid price(s) shall not include federal or state taxes. If applicable, the bidder must furnish the City with the necessary tax exemption forms in triplicate upon submission of his invoice.

5. AWARDS

The City Manager will review each of the bids submitted and make a recommendation to the City Council on the disposition of the bids. The City Council reserves the right to reject any or all bids and to waive minor irregularities and defects in form where the best interests of the City would be served. The City reserves the right to divide the award of the contract into each of the parts designated in the specifications, site requirements and proposal.

6. DURATION

The contractor shall hold firm the unit prices for labor, supplies and equipment for the calendar years of 2017 through December 31, 2020.

7. INQUIRIES

Any inquiries regarding technical specifications for the Reservoir, stormwater basins/swales and Old Paper Mill Road Park should be directed to Tom Zaleski, Parks Superintendent, at 302-561-5017. For Public Works and Water Resources areas, contact Jason Winterling at 302-366-7000. Questions regarding the bidding procedure should be directed to the Purchasing Department at 302-366-7000.

8. LICENSING

The successful bidder and any subcontractors shall be licensed to operate in the State of Delaware, shall be registered as a contractor in the City of Newark and shall possess all other required licenses.

9. NON COLLUSION

Bidders are prohibited from entering into any agreement, participating in any collusion or otherwise taking any action in restraint of free competitive bidding in connection with this bid.

10. EQUAL OPPORTUNITY EMPLOYER

The contractor awarded this contract shall be a fair and equal opportunity employer.

11. ADDENDA

Any changes to the bid documents shall be made only by written addenda issued no later than four (4) calendar days prior to the date set for bid opening. Prospective bidders shall bear the entire responsibility for being sure they have received any and all such addenda.

12. EXCEPTIONS

Any and all exceptions to the specifications or other bidding requirements must be noted in the space provided on the Proposal form. Any exceptions may constitute suitable grounds for rejection of the bid.

13. ADVERTISEMENT

It is further agreed that any bidder submitting a bid will not use the name of the City of Newark in any advertisement without first obtaining the written consent of the City Manager.

14. FAMILIARITY WITH PROPOSED WORK

The contractor shall carefully examine the project site, contract document and specifications and become familiar with the full scope of the work to be completed. The contractor shall not, at any time after the execution of the contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions or character of the work to be performed under this contract.

15. PROTECTION TO PUBLIC PROPERTY

- A. The contractor shall insure protective measures to the general public and to the occupants of property adjacent to the work site. All work shall be executed with the utmost concern for the safety of the public.
- B. The contractor shall comply with all traffic and safety laws as required by the City of Newark and the State of Delaware.
- C. The contractor shall be strictly responsible for any and all damages or injury of every kind and description, which directly or indirectly may be done to any property or sustained by any persons during the performance of the work. Special care shall be given when traveling across field/turf areas with machinery. Whenever possible, alternate routes should be used to avoid field/turf damage.
- D. When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect or misconduct in the execution of the work, the contractor shall restore at his own expense such property to a condition similar or equal to that existing before such damage was done by repairing, rebuilding or otherwise restoring as may be directed, or he shall make good such damage or injury in an acceptable manner.

16. LIABILITY INSURANCE

- A. Except as otherwise provided by law, the contractor shall at all times maintain and keep in force such insurance as will protect him from claims under Worker's Compensation Acts, and also such insurance as will protect him and the owner from

any such claims for damages for personal injuries, including death, which may arise from operations under this contract, whether such operations be by the contractor or by any subcontractor or anyone directly or indirectly employed by any of them.

- B. The contractor and his subcontractor's Public Liability and Property Damage Insurance shall provide adequate protection against public liability, property damage and vehicular liability. The contractor's Public Liability Insurance shall be in an amount not less than \$200,000 for Bodily Injury, including accidental death, to any one person and an amount not less than \$500,000 for any one occurrence. Property Damage Insurance shall be in an amount not less than \$100,000 per occurrence and \$200,000 aggregate. Vehicular Liability shall be in the amount of not less than \$100,000 for any one person or \$200,000 for each occurrence.
- C. A copy of the Certificate of Insurance must be provided to the City within fourteen (14) calendar days after receiving notice of award of the contract.

17. INSPECTIONS

Inspections will be performed by the City of Newark Parks Superintendent Tom Zaleski, with assistance from the Public Works and Water Resources Department Superintendent or their designees.

18. TERMINATION OF AGREEMENT AND INDEMNIFICATION

This agreement may be terminated by the City upon thirty (30) days written notice if the contractor fails to perform satisfactorily in accordance with the terms and conditions of the contract. In the event this agreement is terminated, the contractor shall be paid for services satisfactorily rendered up to the termination date.

Indemnification – The contractor shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless the City of Newark, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any copyright of patent, by the contractor, its officers, agents, employees or subcontractors, in the performance of the contracted agreement.

19. BILLING/PAYMENT

Invoices are to be submitted to the Parks and Recreation office on a monthly basis during the mowing season. Invoice must show each area mowed and/or bed maintenance with date and amount charged per each site. Payment will be made to the contractor within thirty (30) days.

20. REFERENCES

Bidders must provide four (4) business references consisting of current or previous (within the past two calendar years) customers where similar services are/were provided.

21. PERSONNEL

All services required under the contract shall be performed by the contractor or under his direct supervision and all personnel, including sub-contractors, shall be fully qualified and shall be authorized under local law to perform such a service. None of the work covered under this contract shall be sub-contracted without prior written approval of the Parks and Recreation Director.

Workers are to present a neat appearance at all times. The contractor shall utilize competent employees. At the request of the Parks and Recreation Director, the contractor will replace any incompetent, abusive or disorderly persons and will not schedule them to work at any location covered under this contract.

The contractor shall do a background check of all employees who will be working on City property and shall supply the findings to the City at the City's request.

22. VENDOR EMERGENCY POINT OF CONTACT

The successful bidder shall provide the name(s) and telephone numbers (land line and cell) of those individuals who can be contacted in an emergency situation.

23. TERMS OF CONTRACT

The length of the contract will be for three (3) years. By mutual consent of the contracted firm(s) and the City, the contract may be renewed or extended for three (3) additional one (1) year periods, not to exceed a total of three (3) years. This option shall be exercised only if agreed to in writing by both parties and approved by the City Manager and/or City Council where applicable.

24. OWNERSHIP OF MATERIAL

All documents prepared and submitted pursuant to this RFP or contract shall be property of the City upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.

25. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals if deemed to be in the best interest of the City to do so and to waive any irregularities or defects where the best interest of the City would be served. The City reserves the right to enter into contract with more than one firm in order to ensure that the City receives adequate representation to perform the scope of services involved with each project.

26. CANCELLATION OF CONTRACT

The City of Newark reserves the right, at its sole discretion, to cancel this contract in whole or in part.

27. FUNDING AVAILABILITY

This agreement may be terminated if monies are not appropriated annually by the Mayor and Council for the purposes of this agreement. In the event this agreement is terminated, the contractor shall be paid for services satisfactorily rendered up to the termination date.

28. PROJECT FUNDING

This project is being funded using City funds; therefore, "prevailing wages" do not apply.

29. INSURANCE AND INDEMNIFICATION

The selected firm shall provide evidence of professional liability insurance with the following limits, as well as acceptable certificates of workers' compensation, auto liability and general liability:

- \$1,000,000 Each Occurrence Limit
- \$1,000,000 Personal & Advertising Injury Limit
- \$2,000,000 Annual Aggregate Limit
- \$2,000,000 Products-Completed Operations Limit
- \$1,000,000 Business Auto Liability Limit
- \$3,000,000 Commercial Umbrella Limit

The Prime/General Contractor, the City (owner), and all other parties required of the General Contractor, shall be included as insured on the Commercial General Liability (CGL) coverage, using Additional Insured Endorsements providing coverage as broad as the coverage provided for the named insured subcontractor.

Subcontractors approved in association with the hiring of the successful firm shall be required to provide CGL coverage with limits of insurance not less than:

\$1,000,000 Each Occurrence Limit
\$1,000,000 Personal & Advertising Injury Limit
\$2,000,000 Annual Aggregate Limit
\$2,000,000 Products – Completed Operations Limit
\$1,000,000 Business Auto Liability Limit
\$3,000,000 Commercial Umbrella Limit

30. SUBCONTRACTORS

Any subcontractors must be noted on the enclosed Listing of Subcontractors.

31. Further, the firm recognizes that the City of Newark is not in the business of preparing specifications, and any omissions in this contract must be strictly addressed by the firm with the submittal of its proposal.

CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

TECHNICAL SPECIFICATIONS

1. SCOPE

The scope of work covers all mowing, edging, trimming and clean up at the Reservoir site, stormwater basins, one City park and water treatment facilities. The mowing heights and frequencies are specified in the Site Requirements section of this contract.

2. FURNISHING OF SERVICES

- A. The successful bidder shall be responsible for all mowing operations at all sites listed herein and shall insure all mowing equipment is set at the specified mowing height for each site and maintain blade sharpness for clean level cuts without torn edges.
- B. Refueling mowing equipment shall not be done on turf surfaces. Fuel/oil spills shall be the contractor's responsibility to clean up using an appropriate absorbing product. Spills are to be reported immediately to Tom Zaleski, Parks Superintendent, at 302-561-5017 or to the Public Works and Water Resources Department at 302-366-7000. Spill kits are to be carried in each vehicle at all times.
- C. The successful bidder shall supply his own equipment, labor and supplies to carry out the work and shall be fully responsible for that same equipment. Equipment, materials and supplies may not be left at any site unattended or overnight without approval from the Parks Superintendent. The City will not be responsible for any theft or vandalism to said equipment.
- D. The contractor shall take all possible safety measures to ensure the public's safety while conducting mowing operations.
- E. The contractor shall remove litter/debris prior to each cut to ensure a clean, neat and safe final appearance.
- F. The contractor is expected to meet all OSHA requirements and State and local laws during the service of this contract.
- G. Uniform shirts with company name displayed shall be worn by contractors and subcontractor employees at all times.
- H. The contractor must submit a mowing report each Monday by 8 a.m. indicating the date each area was mowed and any problems encountered. Emailed reports are preferred. An email address will be provided to the successful bidder.

- I. Periodic equipment inspections will be made by the Parks Department and/or the Public Works and Water Resources Department to insure quality turf care and safe operations.
- J. The contractor agrees to and will require his employees to report immediately or as soon as practical any hazardous conditions that are found during the performance of this contract. Said report is to be made to the Parks Superintendent.
- K. Grass is to be cut and discharged, to the extent possible, away from sidewalks, parking lots, hard surface trails, streets, curblines and landscape planting beds. Any grass clippings that are discharged on these surfaces are to be blown or swept off. Additionally, grass clippings are to be discharged away from adjacent private property. **For the three basins in Hunt at Louviers and the bioretention basins at Iron Glen Park and the 896 New London Water tank sites, make every effort to blow all cuttings uphill away from plantings in basin bottoms.**
- L. The contractor may perform the work Monday - Saturday between the hours of 7:30 a.m. and 7 p.m.
- M. Edging and trim work is to be done with a power spin trimmer/weed eater. Trimmed areas are to be cut at the same height as mowed areas. Operators are to use extreme care around tree trunks and fixed objects. Trimming shall be done around all obstacles natural and otherwise, i.e., buildings, around/under fencing, utility poles, bollards, sign posts, landscaped areas, etc. Edging turf is to be done along all sidewalk and curblin areas to create a neat, clean finish with all hard surface areas blown clean.
- N. All accidents must be reported to the Parks Superintendent and/or Public Works and Water Resources Department Superintendent within 24 hours of the occurrence.
- O. The contractor's designated representative must inspect each site after mowing to insure contract compliance.
- P. Reservoir and stormwater areas – riding mowers/tractors must be equipped with approved roll bars.
- Q. Clumped/piled grass is to be dispersed by mowing over it with the mower deck at an elevated height.
- R. During wet periods, the contractor shall avoid utilizing equipment in areas where rutting of sod might occur. Grass cutting in these areas shall be rescheduled as soon as practicable.
- S. It shall be the contractor's responsibility to obtain permission from neighboring property owners if he finds it necessary to enter a site from their property.

3. The City may at anytime add to or delete areas/sites or add to or reduce the frequency of cuts at a given site. If an area is deleted from the contract, the cost to cut that area as quoted by the successful bidder, will no longer apply except for any cuttings performed to that area prior to it being deleted from the contract.

If the City chooses to add a site, the contractor will be asked to provide a price quote which is in line with the cost of similar sites in this contract.

CONTRACT NO. 17-07

GRASS CUTTING 2017 - 2020

SITE REQUIREMENTS

PARKS DEPARTMENT – RESERVOIR SLOPES AND STORMWATER BASIN

Grass Cutting Frequency

- Reservoir slopes and upper 1/3 of basin walls:
 - April, May, June, August and September - cut five (5) times the third or fourth week
- Lower 2/3 of basin walls and bottom of basin:
 - August - cut one (1) time the third or fourth week

Location	Mow Height	Sq Ft of Turf (+/-)	No. of Cuts	Annual Cost
Reservoir slopes and upper 1/3 of basin walls	6"	680,300	5	\$
Lower 2/3 of basin walls and bottom	6"	9,700	1	\$

PARKS DEPARTMENT – STORMWATER BASINS AND MISCELLANEOUS AREAS

Grass Cutting Frequency

- Areas that require 28 cuts at a 3" mow height will follow this schedule:
 - April, May and June – cut every seven (7) calendar days (12 cuts)
 - July and August – cut every eight (8) calendar days (7 cuts)
 - September – cut every seven (7) calendar days (4 cuts)
 - October to second Saturday in November – cut every eight (8) calendar days (6 cuts)
- Top and upper 1/3 of basin walls (6" mow height):
 - April, May, June, August and September – cut five (5) times the third or fourth week
- Lower 2/3 of basin walls and bottom of basin (6" mow height):
 - August – cut one (1) time the third or fourth week unless otherwise noted

1. Wyncliff Area 1 – Basin between 13 and 15 Wyncliff Lane

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Inside fence, upper 1/3 of basin walls and adjacent areas	6"	7,180	-	5	\$
Lower 2/3 of basin walls and bottom	6"	3,480	-	1	

2. Wyncliff Area 2 – Bioswale

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Area from sidewalk to top of inlet and along curb	3"	1,830	90	28	\$
Upper 1/3 of swale on east, west and north sides	6"	4,200	-	5	
Lower 2/3 and bottom of swale	6"	5,400	-	1	

3. Woods at Louviers Area 1 – Basin near play unit

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Inside fence, upper 1/3 of basin walls and east and south slopes outside of fence to tree line	6"	16,970	-	5	\$
Lower 2/3 of basin walls and bottom	6"	33,840	-	1	

4. Woods at Louviers Area 2 – Basin between 309 and 311 Winterthur Lane

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From sidewalk to gate and tree line to tree line	3"	3,360	20	28	\$
Inside fence, upper 1/3 of basin walls, outside of fence to toe of slope/tree line and 10' wide path from toe of slope to park trail	6"	34,500	-	5	
Lower 2/3 of basin walls and bottom	6"	12,600	-	1	

5. Woods at Louviers Area 3 – Basin between 18 and 20 Longwood Lane

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From sidewalk to gate and tree line to tree line	3"	2,200	40	28	\$
Inside fence, upper 1/3 of basin walls, outside of fence south and east to tree line	6"	10,330	-	5	
Lower 2/3 of basin walls and bottom	6"	9,150	-	1	

6. Hunt at Louviers Area 1 – Basin between 202 and 204 Cullen Way (See Item 'K' page 10)

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From top to toe of slope inside basin walls	6"	24,658	-	5	\$
Bottom of basin mowed in late November or December	6"	12,282	-	1	

7. Hunt at Louviers Area 2 – Basin between 212 and 214 Cullen Way (See Item 'K' page 10)

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From tree line to toe of inside slope on basin walls	6"	26,481	-	5	\$
Bottom of basin mowed in late November or December	6"	16,419	-	1	

8. Hunt at Louviers Area 3 – Basin southeast corner of Area 2 (See Item 'K' page 10)

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From tree line to toe of inside slope on basin walls	6"	16,765	-	5	\$
Bottom of basin mowed in late November or December	6"	9,435	-	1	

9. Middle Run Meadow

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From post and rail fence/sidewalk/curbline to top of basin	3"	1,600	10	28	\$
From tree line and upper 1/3 of basin walls	6"	6,700	-	5	
Lower 2/3 of basin walls and bottom	6"	3,800	-	1	

10. Deer Run – southeast corner of Middle Run Meadow basin

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
South side from tree and residential mow/tree line and upper 1/3 of basin walls	6"	5,300	-	5	\$
Lower 2/3 of basin walls and bottom	6"	3,700	-	1	

11. Woodmere – next to 9 Woodshaw Road

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From tree line and upper 1/3 of basin walls	6"	1,825	-	5	\$
Lower 2/3 of basin walls and bottom	6"	2,700	-	1	

12. Country Hills Pond – Barksdale Road

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Area adjacent pond	6"	9,600	-	5	\$

13. Abbotsford Area 1 – Basin between 1 and 2 Kinross Drive

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Open area southeast of basin from tree line to tree line and from rear of house and upper 1/3 of basin walls	6"	10,400	-	5	\$
Lower 2/3 of basin walls and bottom	6"	18,800	-	1	

14. Abbotsford Area 2 – Trail access north end of MacDuff Court

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Trail access	6"	9,230	-	5	\$

15. Casho Mill Station Basin

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Areas adjacent to basin and sidewalk along curblane of Casho Mill Road	3"	14,900	615	28	\$
Upper 1/3 of basin walls	6"	1,720	-	5	
Lower 2/3 of basin walls and bottom	6"	4,810	-	1	

16. Sandy Brae Industrial Park

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Sandy Drive	3"	9,100	-	28	\$

17. White Chapel Area 1 – Basin west of park

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From mow line to fenceline around park to retaining wall and sidewalk to toe of slope and basin bottom	6"	7,656	120	5	\$

18. White Chapel Area 2 – Dunsmore Road

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Beside and behind houses	6"	750	-	5	\$
Once per year, in August or September, prune behind houses to maintain a 4-foot wide path between fenceline and wooded slope					

19. Yorkshire Basin – Matthew Flocco Drive

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Along curblineline and north side of basin to sidewalk	3"	2,300	360	28	\$
From fenceline and fine mow line and upper 1/3 of basin walls	6"	23,000	-	5	
Lower 2/3 of basin walls and bottom	6"	15,200	-	1	

20. Folk Park Basin – Welsh Tract Road

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Upper 1/3 of basin walls	6"	50,000	-	5	\$
Lower 2/3 of basin walls and bottom	6"	41,000	-	1	

21. Southwell Field

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Basin walls and bottom	6"	1,250	-	1	\$

22. Anna Way – Two Basins

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Top of slope inner walls and bottom of basin in late November or December	6"	17,600	-	1	\$

23. Pomeroy Trail – Bioswales

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
Two bioswales near the James Hall Trail	6"	5,640	-	1	\$

24. Laura's Glen

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From curblineline to edge of sidewalk and from sidewalk in 6 feet	3"	345	105	28	\$
From mowline to inside upper 1/3 of basin walls down to woodline on west side of basin	6"	17,570	-	5	
Lower 2/3 of basin walls and bottom	6"	3,710	-	1	

25. Iron Glen Park Bioretention Basin (See Item 'K' page 10)

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From woods line/edge of compost area down to toe of inside slope on basin walls and both swales	6"	12,590	-	5	\$
Bottom of basin mowed in late November or December	6"	900	-	1	

26. Route 896 New London Water Tank Bioretention Basin (See Item 'K' page 10)

Location	Mow Height	Sq Ft of Turf (+/-)	L.F. of Edging	No. of Cuts	Annual Cost
From woods line/edge of bamboo to toe of slope inside basin walls	6"	4,275	-	5	\$
Bottom of basin mowed in late November or December	6"	690	-	1	

PARKS DEPARTMENT – OLD PAPER MILL ROAD PARK

Grass Cutting Frequency

- Four (4) times in late April, mid June, late August and mid October

Location	Mow Height	Sq Ft of Turf (+/-)	No. of Cuts	Annual Cost
All areas NOT including riparian buffer and fine mow area	6"	328,700	4	\$

<u>PARKS DEPARTMENT</u> RESERVOIR SLOPES, STORMWATER BASINS/SWALES/ONE PARK AREA TOTAL ANNUAL COST	\$
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PUBLIC WORKS AND WATER RESOURCES DEPARTMENT FACILITIES

Grass Cutting Frequency

- Areas that require 28 cuts at a 3" mow height will follow this schedule:
 - April, May and June – cut every seven (7) calendar days (12 cuts)
 - July and August – cut every eight (8) calendar days (7 cuts)
 - September – cut every seven (7) calendar days (4 cuts)
 - October to second Saturday in November – cut every eight (8) calendar days (6 cuts)
- Areas that require five (5) cuts at a 6" mow height:
 - April, May, June, August and September – cut the third or fourth week
- Bed maintenance areas:
 - Cut back ornamental grasses at Water Treatment plant to a 6 – 8" height prior to edging and mulching
 - Edge and mulch bed areas in mid to late April. Apply a pre-emergence herbicide prior to mulching. Apply mulch at a 2" depth
 - Apply three (3) spot applications of Round Up herbicide as needed in late June, August and September
 - Trim Japanese Holly hedge at Southwell Field one (1) time per year in mid to late July

Location	Mow Height	Turf/Bed Area (Sq Ft)	Trim Work (Linear Ft)	No. of Cuts	Annual Cost
Southwell Field Plant	3"	23,191		28	\$
Southwell Field Plant – <i>bed maintenance (hedge along front of building)</i>		244		1	\$
Well #11 – 50 Blue Hen Drive	6"	1,308		5	\$
Well #16 – 42 Brookhill Drive	6"	2,020		5	\$
Well #19 – Reybold Road & Route 72	6"	2,898		5	\$
Well #17 – 1979 Old Cooch's Bridge Road	6"	9,216		5	\$
Old Cooch's Bridge Sewer Station – 1323 Old Cooch's Bridge Road	6"	2,660		5	\$
Well #15 – 402 Bellevue Road	6"	4,336		5	\$
Silver Brook Sewer Station – 177 West Chestnut Hill Road	3"	946		28	\$
Silver Brook Sewer Station – <i>sidewalk edging</i>			162		\$
Academy Street Station – 67 Waterworks Lane	6"	25,372		5	\$

Location	Mow Height	Turf/Bed Area (Sq Ft)	Trim Work (Linear Ft)	No. of Cuts	Annual Cost
Academy Street Station – <i>trim work (fenceline and building)</i>			814		\$
Northwest Booster Station – 109 Delrem Drive	3"	4,566		28	\$
Northwest Booster Station – <i>bed maintenance</i>		360			\$
Northwest Booster Station – <i>sidewalk edging</i>			777		\$
Well #25 – Fremont Road	3"	10,101		28	\$
New London Tank – 601 New London Road	3"	9,382		28	\$
West Main Tank – 315 West Main Street	3"	1,026		28	\$
West Main Tank – <i>sidewalk edging</i>			120		\$
Dallam Road Tank – 290 Dallam Road	3"	2,250		28	\$
Dallam Road Tank – <i>sidewalk edging</i>			284		\$
Newark Water Treatment Plant – 215 Paper Mill Road	3"	6,328		28	\$
Newark Water Treatment Tank – <i>bed maintenance</i>			360		\$
Newark Water Treatment Plant Lagoons (part of Water Treatment Plant)	6"	43,006		5	\$
Well #20 – 215 Paper Mill Road	6"	7,732		5	\$
Paper Mill Booster Station – 500 Paper Mill Road	6"	7,085		5	\$
Louviers Water Tank – 400 Thompson Station Road	6"	19,533		5	\$
Windy Hills Water Tank – 5 - 6 Mulberry Road	3"	8,230		28	\$
Windy Hills Water Tank – <i>sidewalk edging</i>			18		\$
<u>PUBLIC WORKS AND WATER RESOURCES DEPARTMENT</u> FACILITIES TOTAL ANNUAL COST					\$

CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

PROPOSAL

TO: The Mayor and City Council
Newark, Delaware

FROM: _____

The undersigned as a lawfully authorized agent for the below named Bidder, has carefully examined the General Provisions, Specifications, and Proposal to be known as Contract No. 17-07 Grass Cutting 2017 – 2020 and binds himself/herself on award to him/her by the Mayor and City Council of Newark, Delaware to execute in accordance with such award, a contract of which contract this Proposal and said General Provisions and any addenda shall be a part, and to furnish all materials and provide all machinery, tools and labor necessary to perform and complete the work within the time required by the contract in complete accordance with said General Provisions and Specifications, at the following named prices:

<u>Description</u>	<u>Amount</u>
1. PARKS DEPARTMENT - Reservoir Slopes, Stormwater Basins/Swales/Park Area	\$ _____
2. PUBLIC WORKS AND WATER RESOURCES DEPARTMENT Facilities	\$ _____
TOTAL BID/PROPOSAL	\$ _____

This proposal shall be irrevocable for a period of 60 days after bids are opened. We acknowledge receipt of Addendum(s) No(s). _____

Exceptions: _____

PROJECT TO BE COMPLETED IN THIRTY (30) CALENDAR DAYS FROM DATE OF NOTICE TO PROCEED.

DATE: _____

BIDDER: _____

BY: _____
Legally authorized representative.

PRINT NAME: _____

TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

CONTRACT NO. 17-07

GRASS CUTTING FOR 2017 - 2020

BOND TO ACCOMPANY PROPOSAL

(not necessary if certified or cashier's check is used)

KNOW ALL MEN BY THESE PRESENTS THAT _____ of _____ of the County of _____ and State of _____, principal, and _____ of _____ as surety, legally authorized to do business in the State of Delaware, are held and firmly bound unto the City of Newark in the sum of _____ dollars, to be paid to said City of Newark for use and benefit of the Mayor and Council of Newark, for which payment well and truly be made, we do bind ourselves, and each of our heirs, executors, administrators and successors, jointly and severally, for and in the whole, firmly by these presents. Sealed with our seal dated the _____ day of _____ in the year of our Lord, two thousand and seventeen (2017).

NOW THE CONDITIONS OF THIS OBLIGATION IS SUCH, that if the above bounded principal _____ who has submitted to said City of Newark, a certain proposal to enter into a certain Contract No. 17-07 Grass Cutting 2017 - 2020, and if said _____ shall well and truly enter into and executes said contract and furnish therewith such Surety Bond or Bonds as may be required by the terms of said contract and approved by said City of Newark, said Contract, and said Bond to be entered into within fourteen (14) calendar days after the date of official notice of award thereof in accordance with the terms of said proposal, then this obligation to be void, otherwise shall remain in full force and virtue.

SIGNED AND SEALED IN THE
PRESENCE OF WITNESS

SIGNED _____ (SEAL)

BY _____ (SEAL)

SIGNED _____ (SEAL)

BY _____ (SEAL)

BIDDER _____

LISTING OF SUBCONTRACTORS – CONTRACT NO. 17-07

Bidder/contractors shall fill in the following listing of subcontractors they intend to use in the performance of the contract work. No subcontractor shall be substituted for any listed below without the written consent of the City. Contractor hereby certified that he has notified all subcontractors that they are obligated to comply with the provisions of Federal or State laws as they pertain to this project and they must submit evidence of such compliance upon notice of request.

1. Name: _____

Address _____ City _____ State _____ Zip _____

Type of Work: _____

2. Name: _____

Address _____ City _____ State _____ Zip _____

Type of Work: _____

3. Name: _____

Address _____ City _____ State _____ Zip _____

Type of Work: _____

4. Name: _____

Address _____ City _____ State _____ Zip _____

Type of Work: _____

Date: _____ Bidder/Contractor: _____

By: _____

Its legally authorized representative

Print Name: _____

Check: __Corporation __Partnership __Individual

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

REFERENCES – CONTRACT NO. 17-07

Provide the following information for four (4) references who will attest to your company's ability to undertake and complete this type of work.

1. Customer reference information:

Name (Print) _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Email: _____

2. Customer reference information:

Name (Print) _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Email: _____

3. Customer reference information:

Name (Print) _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Email: _____

4. Customer reference information:

Name (Print) _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Email: _____